

STATE OF NEBRASKA

VITAL RECORDS

ELECTRONIC REGISTRATION SYSTEM (ERS-II)

DISSOLUTION MANUAL

Revised 03/13/2009

Signing on to the Network

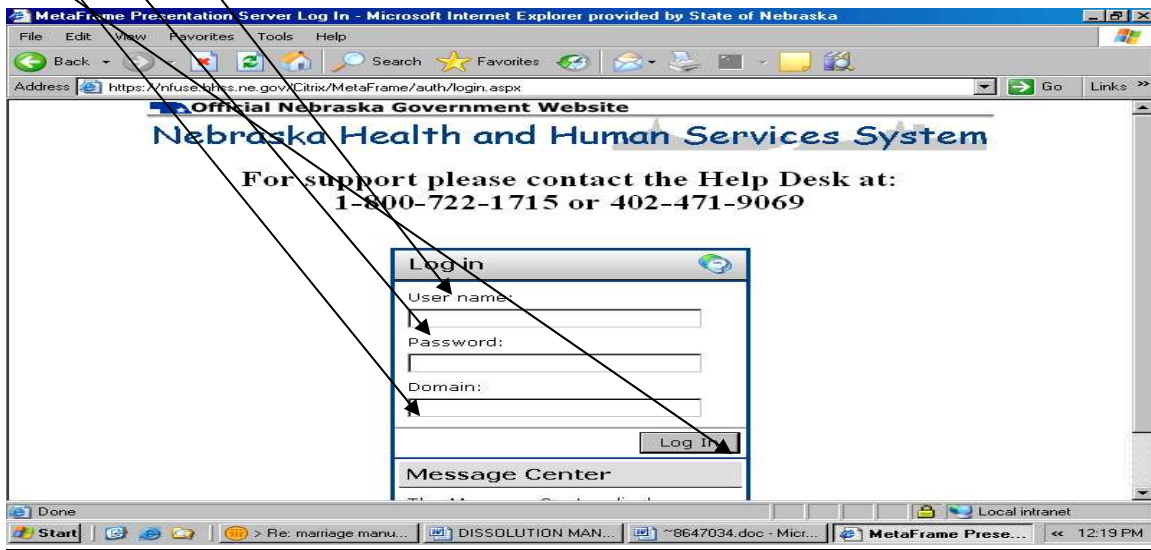
To enter the State Network

Enter your user name

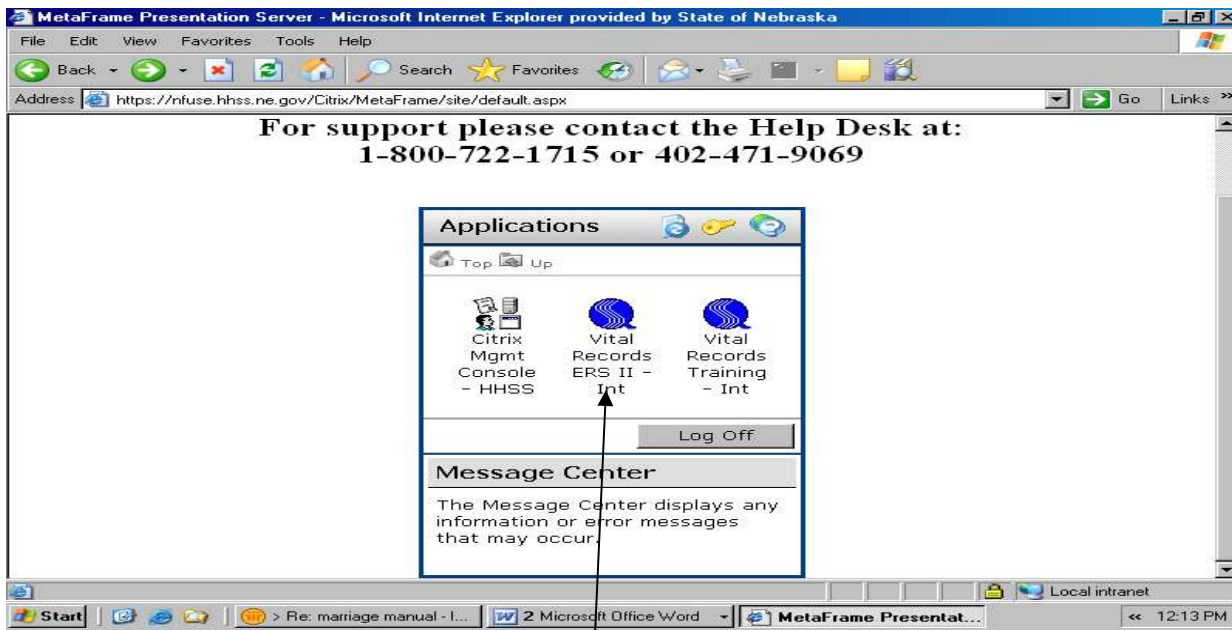
Password

Domain: BF200link

Click on Log In

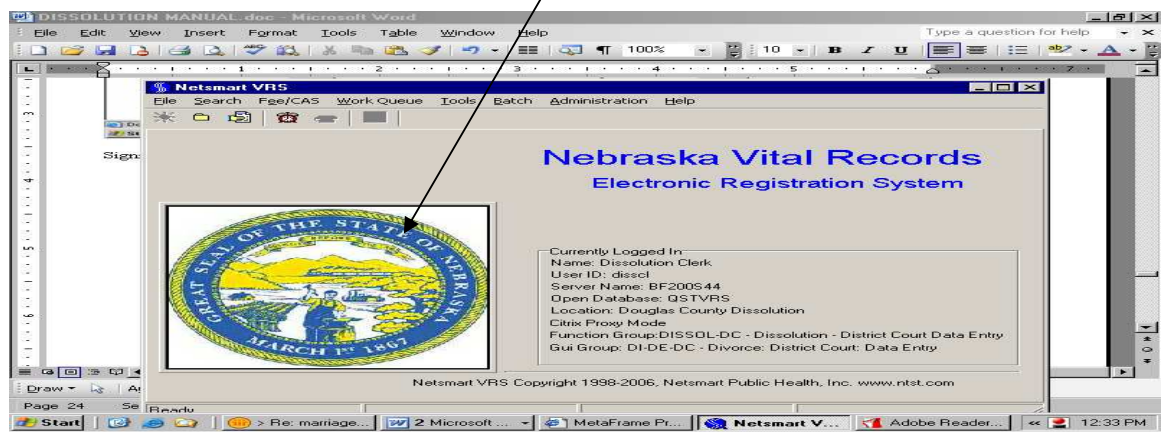


Entering the STATE DISSOLUTION APPLICATION

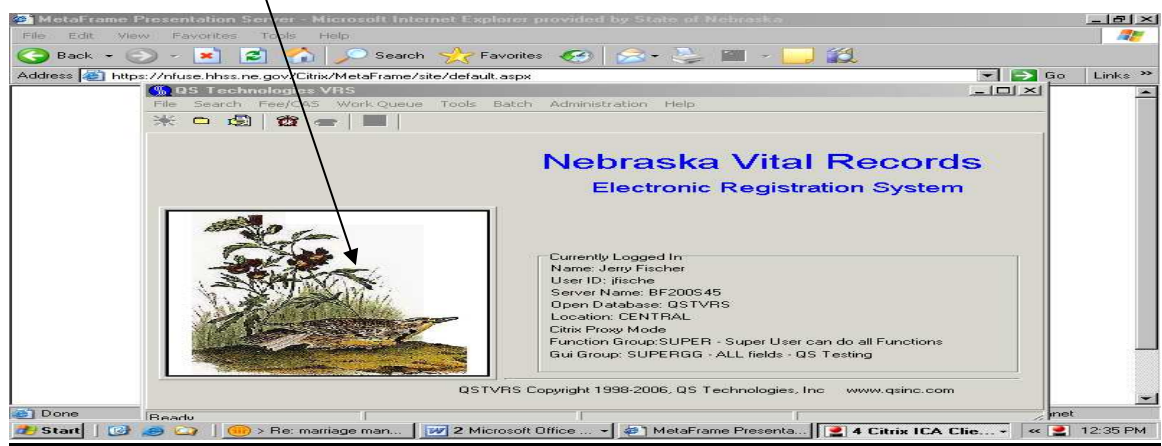


Click on Vital Records ERS II Ext (External user) to enter into the State Application Site for Dissolutions

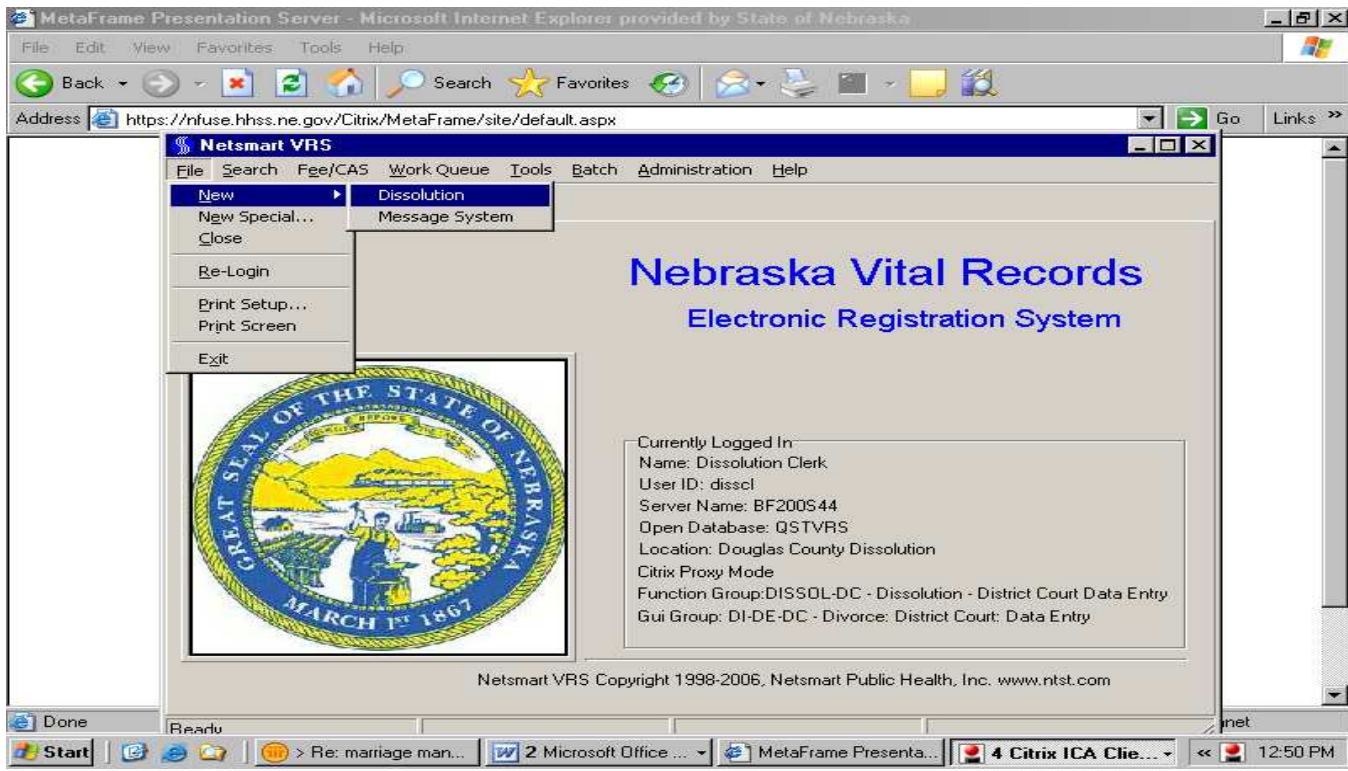
The **TRAINING SIDE DISPLAYS THE STATE SEAL**. You can go in on this side of the application to train or practice entering records.



The **PRODUCTION SIDE IS WHERE YOU ENTER LIVE RECORDS IN THE SYSTEM**. It may have the State Bird, Sandhill Cranes, or some other picture other than the State Seal.

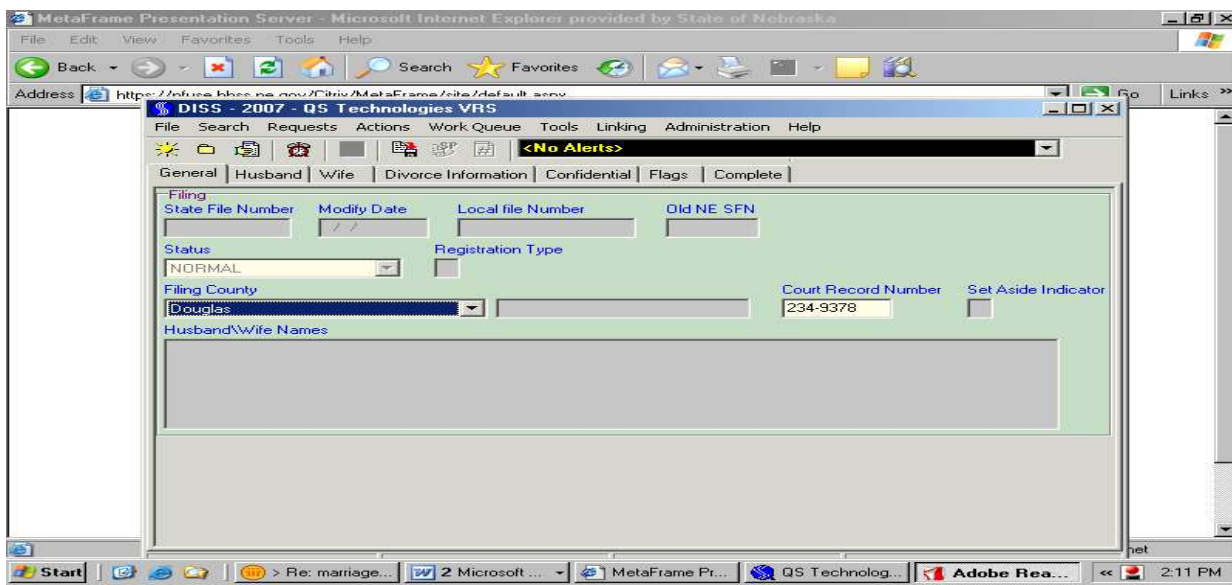


To start a new Dissolution record go to: **File, New, Dissolution**



There will be six tabs to complete (General, Husband, Wife, Divorce Information, Confidential, and Complete). The Flags tab has some system information.

GENERAL tab



The application will open up on the first tab (General). You will enter the filing county (or it will auto fill) and then enter the Court Record Number. Once you tab off you move to the next tab (Husband).

HUSBAND tab

The screenshot shows the 'DISS - 2007 - QS Technologies VRS' application window. The 'Husband' tab is selected. The form contains the following fields:

- Husband's Information:**
 - Husband's First Name: []
 - Middle: []
 - Last: []
 - Suffix: []
- Residence Address:**
 - Country: [United States]
 - State: [Nebraska]
 - County: []
 - City: []
 - Street Address: []
 - Zip Code: []
- Birth:**
 - Country of Birth: [United States]

The Windows taskbar at the bottom shows the Start button, several icons, and the system clock at 2:24 PM.

Begin to enter the Husbands information. Once you type the first name tab to the next box to type in the middle name and the same for the last name. The system defaults to the United States, so you can tab past it if this is correct for the Country of Residence. The same process works for the State. The system is defaulted to Nebraska.

The County or State is different than the default, click on the down arrow and the all the countries and/or states will appear in a drop down. You can also start typing the name of the country or state and the system should auto fill.

Drop down for Countries

The screenshot shows the 'DISS - 2007 - QS Technologies VRS' application window. The 'Husband' tab is selected. The 'Country' dropdown menu is open, showing a list of countries. The 'Country of Birth' dropdown is also open, showing 'United States'.

Husband's Information:

- Husband's First Name: [Joe]
- Middle: []
- Last: []
- Suffix: []

Residence Address:

- Country: [United States] (dropdown open)
- State: []
- County: []
- City: []
- Street Address: []
- Zip Code: []

Birth:

- Country of Birth: [United States] (dropdown open)

The Windows taskbar at the bottom shows the Start button, several icons, and the system clock at 2:33 PM.

If you choose a country other than the United States for Residence Address, all the State, County and City fields will be grayed out and no information will be entered.

DISS - 2007 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

<No Alerts>

General Husband Wife Divorce Information Confidential Flags Complete

Husband's Information

Husband's First Name Middle

Last Suffix

Residence Address

Country

Mexico

Mexico

Micronesia, Federated States Of

Midway Island

Moldova

Monaco

Mongolia

Montenegro

Montserrat

Street Address Zip Code

Birth

Country of Birth

United States

Once you have completed the last paragraph on the Husband's tab the system will move right to the next tab (Wife)

WIFE

DISS - 2007 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

<No Alerts>

General Husband Calendar Divorce Information Confidential Flags Complete

Wife's Information

Wife's First Name Middle

Rose Marie

Last Suffix Maiden Name

Lopez Snachez

Residence Address

Country

United States

State

Nebraska

County

Douglas

City

Omaha

Street Zip Code

123 Vinton 68101

Birth

Country

Mexico

Update Stopped

Divorce Information tab: Complete the information on this tab as provided in the court record.

DISS - 2007 - Netsmart VRS

General | Husband | Wife | **Divorce Information** | Confidential | Flags | Complete

Marriage

Place of Marriage: Country
United States

State
Nebraska

County
Douglas

City
Omaha

Date of this Marriage
06/09/1995

Court Information

Number of Children under 18 in this Household 1

Number of Children under 18 Whose Physical Custody Was Awarded to Husband 0

Wife 1

Joint Husband/Wife 0

Other 0

Name

No Children Awarded Custody ☐

Scroll down for the second part of the Divorce tab or tabbing will take you to the next field to enter.

DISS - 2007 - Netsmart VRS

General | Husband | Wife | **Divorce Information** | Confidential | Flags | Complete

Plaintiff

Wife

Wife's Former Name Restored? ☐ Former Name of Wife, if Restored

Attorney

Attorney First Name Middle Last
Milo Brundle Latislovski

Suffix

Attorney Address State
900 Dodge Street Nebraska

City Zip Code
Omaha 68101

Date Marriage Was Dissolved Type of Decree
02/01/2007 Dissolution

Clerk of the District Court or Tribal Court Making Return: First Name Middle
Joe Next

Last Suffix
Friday

Confidential tab: Complete the Confidential tab. For both the husband and wife, if social security numbers are unknown or were refused to be provided then enter all 9's in the SSN# fields. For both the husband's and wife's Origin when origin is of Hispanic origin, enter a Y in the box for Yes. Otherwise, enter N for No or U for Unknown. When race is provided, check the appropriate box or boxes by using the mouse or space bar. If Race is not provided then check Unknown.

DISS - 2007 - Netsmart VRS

General | Husband | Wife | Divorce Information | Confidential | Flags | Complete

Settlements Made: Alimony [N], Child Support [N], Property Settlement [N], Medical Reimbursement [N]

SSN: Husband's SSN [999-99-9999], Wife's SSN [509-38-9921]

Husband's Ethnic Origin: Is the Husband of Hispanic or Latino Origin? [Y]

Husband's Race: ☐ White/Caucasian, ☐ Black or African American, ☐ American Indian or Alaskan Native, ☐ Asian, ☐ Native Hawaiian or Other Pacific Islander, ☒ Other, ☒ Unknown

Wife's Ethnic Origin: Is the Wife of Hispanic or Latino Origin? [Y]

Wife's Race: ☐ White/Caucasian, ☐ Black or African American, ☐ American Indian or Alaskan Native, ☐ Native Hawaiian or Other Pacific Islander, ☒ Other, ☒ Unknown

The Flags tab: Does not apply to District Court Clerk. This tab applies for State Dissolution Clerk only.

DISS - 2007 - Netsmart VRS

General | Husband | Wife | Divorce Information | Confidential | Flags | Complete

System Event Year [2007], Alert Count [0], Updated By [], Create Date [02/07/2007], Date Updated [/ /]

User Location Code [000000]

Flags: ☐ Correction Roll Number [], OK to Print [], Reason [], Print Number []

Complete Tab

Once you have entered all the information for completing the Dissolution record, enter a Y in the Record is Complete box and then click on the SAVE ICON (looks like a diskette).

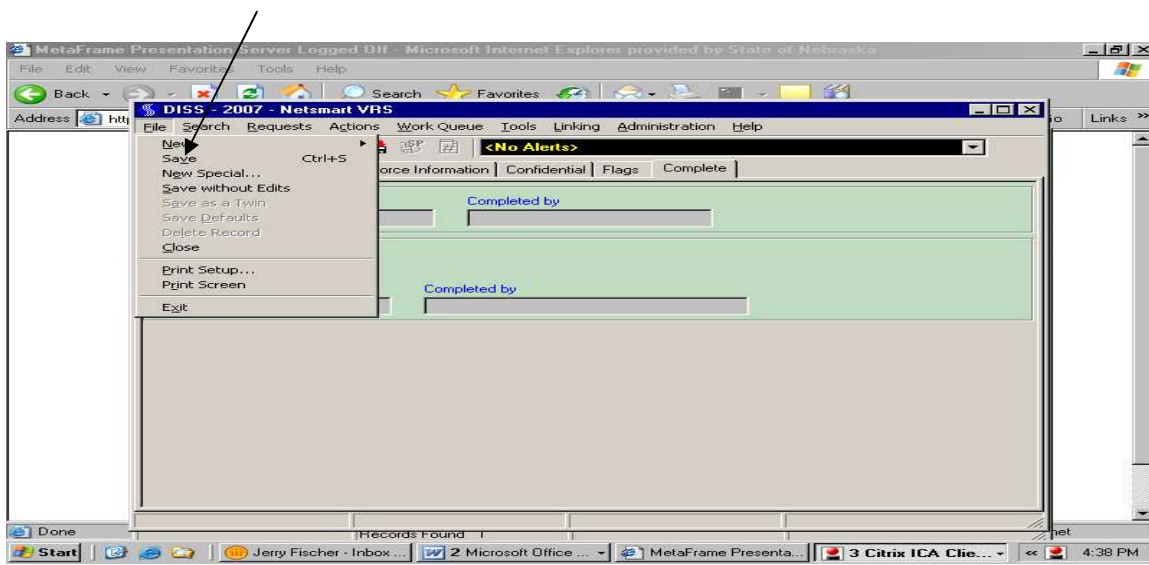
DISS - 2007 - Netsmart VRS

General | Husband | Wife | Divorce Information | Confidential | Flags | Complete

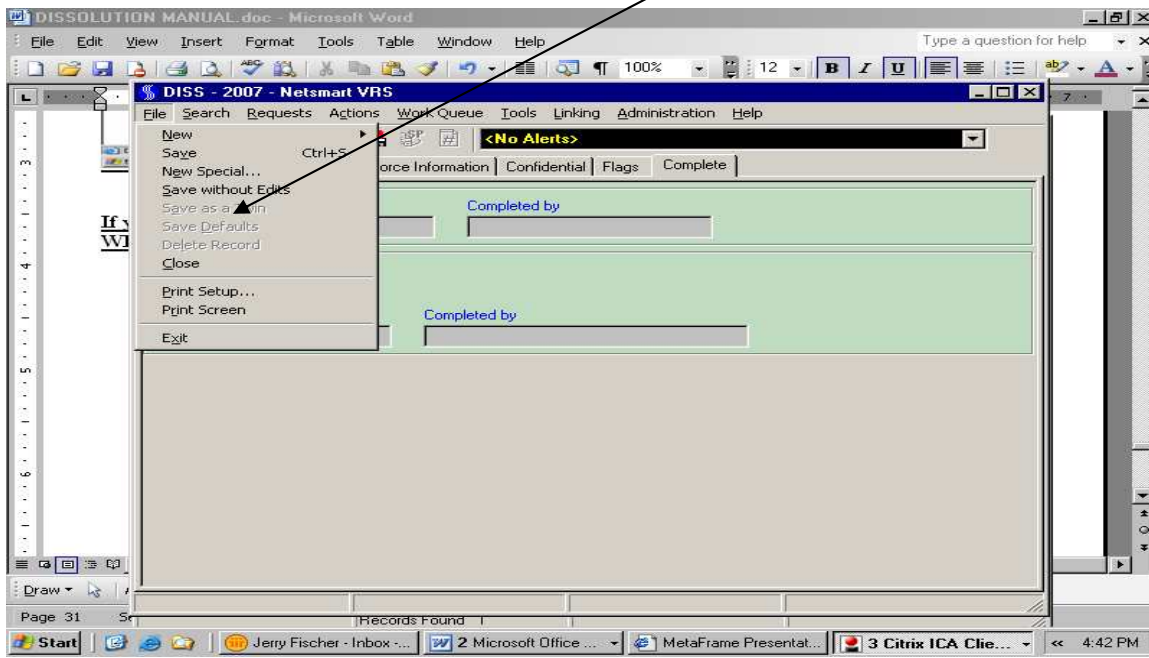
District Record is Complete [X], Date [/ /], Completed by []

State Query? [X], Query Date [/ /], State Complete [X], Date [/ /], Completed by []

You can also use the SAVE found under FILE

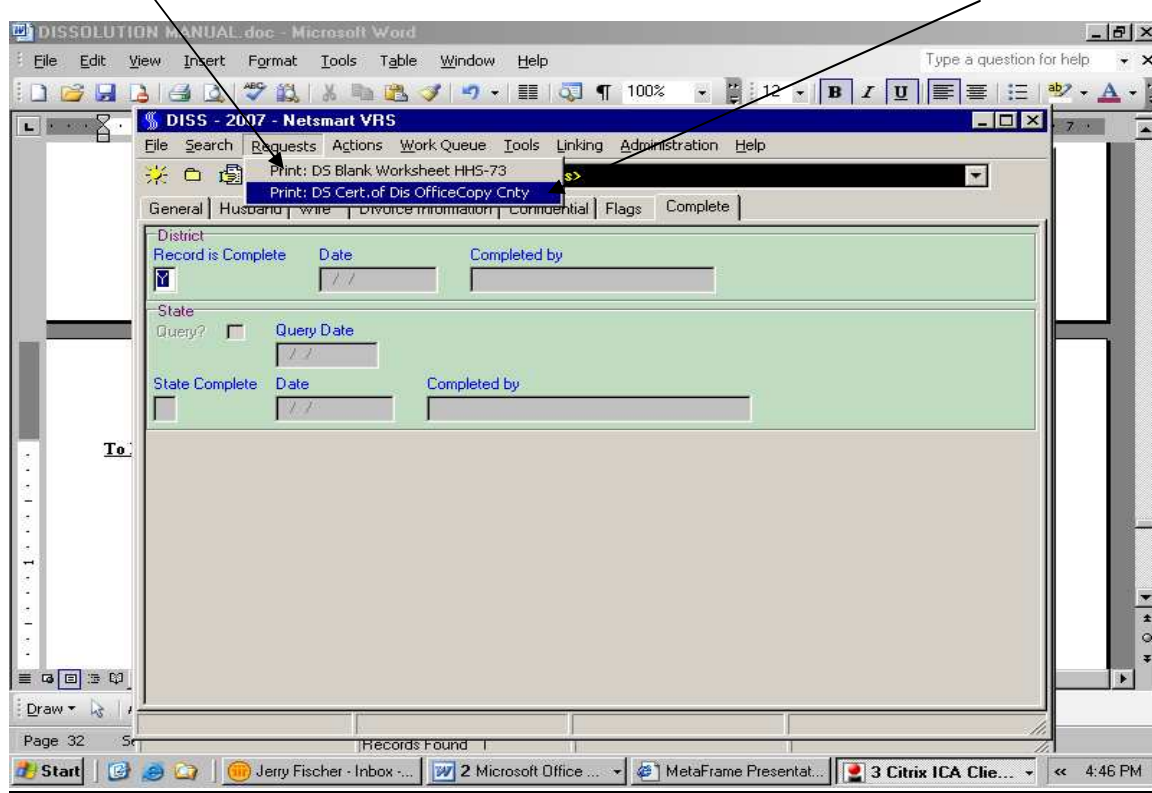


If you are interrupted or need to stop working on a partially completed record, click on SAVE WITHOUT EDITS. This allows you to save the record without firing off all the edits. If you click on SAVE or the SAVE ICON when a record is incomplete all the entry edits will fire off and you have to answer them all before you can exit the record.

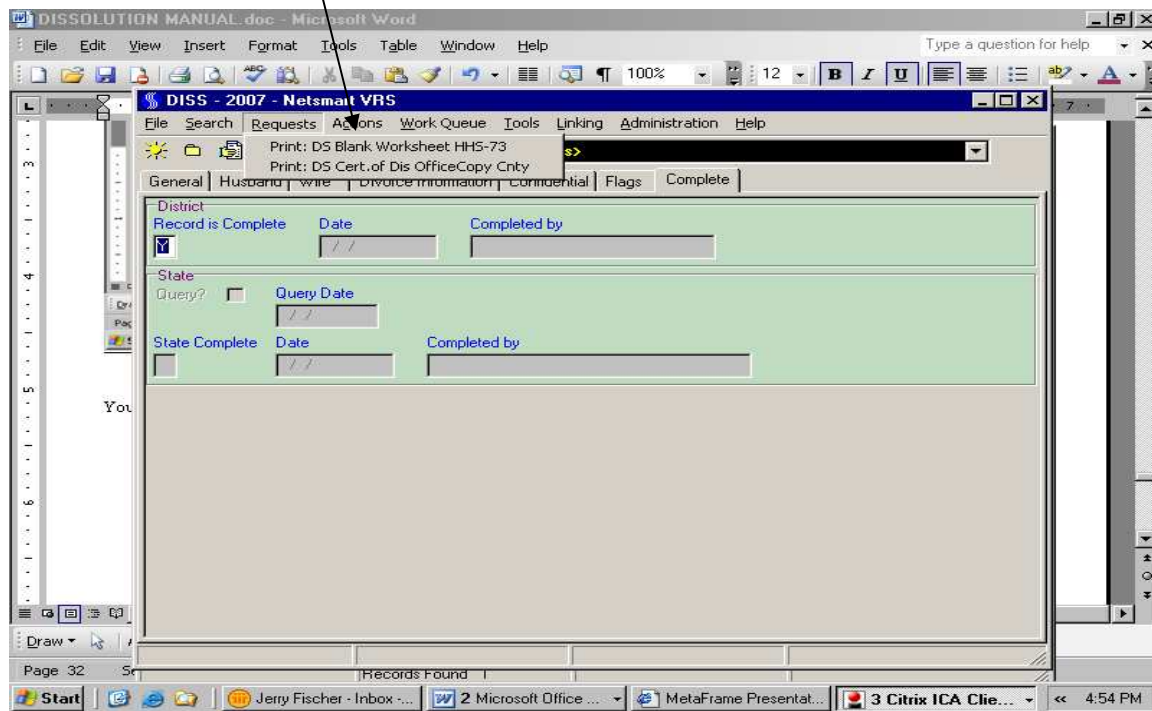


To Print the Clerk's OFFICE COPY

Go to Requests and then click on Print: DC Cert. of Dis OfficeCopy Cnty



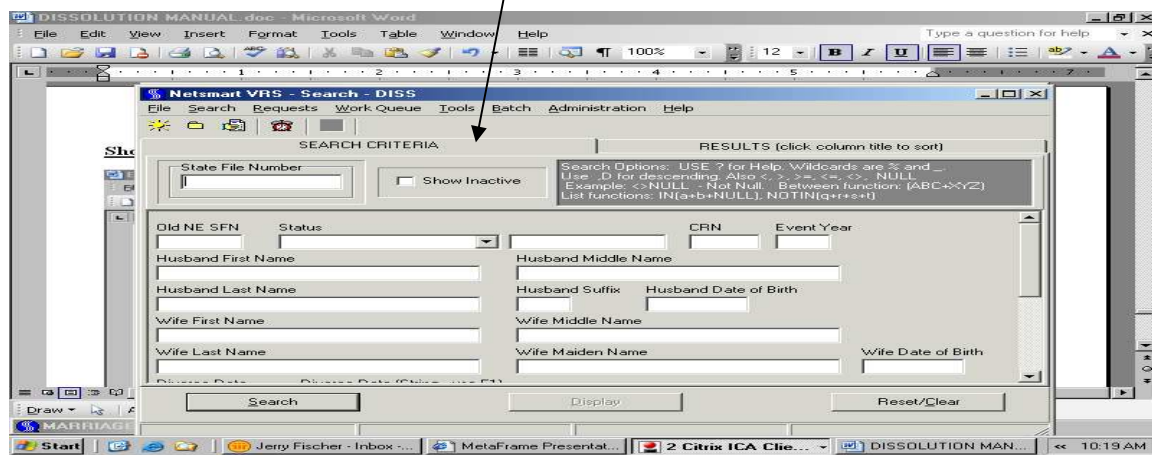
You can also print a blank worksheet. Once you have entered a record you can print the work sheet. You can search on any completed record and go to Requests to print blank worksheets.



To SEARCH for a record: Go to the entry search screen.



Click on Dissolution which will open the search screen.



You can now search for any record you have entered and saved in the system. There are different ways to search for record that is in the system. If there are only a limited number of records (100 or less) that have been entered in system for your county, you can put in just the event year (2007) and retrieve all of those records up to 100 records. You can then click OK and search through the list of records for the specific record you want. The more information added in the search, the more specific the search is refined to finding a specific record. In this example the use of the Event Year and the Husband's last name are used. You could also use the Wife's last name. Click on Search

DISSOLUTION MANUAL.doc - Microsoft Word

Netsmart VRS - Search - DISS

SEARCH CRITERIA

State File Number

Old NE SFN

Status

CRN

Event Year

Husband First Name

Husband Middle Name

Husband Last Name

Husband Suffix

Husband Date of Birth

Wife First Name

Wife Middle Name

Wife Last Name

Wife Maiden Name

Wife Date of Birth

Search

Display

Reset/Clear

In this example, the Husband and Event year were used in the search. The system finds the record(s) that meets your search criteria. Highlight the record you want to view. You can then double click on the record you want to view with your cursor or click on display.

MetaFrame Presentation Server Logged Off - Microsoft Internet Explorer provided by State of Nebraska

Netsmart VRS - Search - DISS

SEARCH CRITERIA

RESULTS (click column title to sort)

State File Num	Old NE SFN	Status	CRN	Event Year	Husband First Name	Husband Middle Name	Husband Last Name
2007000003	00003	NORMAL		2007	Plato	Confusious	Pluto
2007000004		NORMAL		2007	Wasn't	Agood	Husband
2007000005		NORMAL		2007	Bee	Bop	Bob
2007000006	00006	NORMAL		2007	Your	Cheatin	Mann
				2007	Randy		High
				2007	Jeffrey		Anderson
				2007	Keith	R	Dragoo
				2007	Prentice	J	Mason
				2007	Cory	W	Adamson
				2007	Bruce	A	Fortney
				2007	Daryl	Alan	Lee
				2007	Roman	D	Griser
				2007	Marganto	Izaguirre	Barron

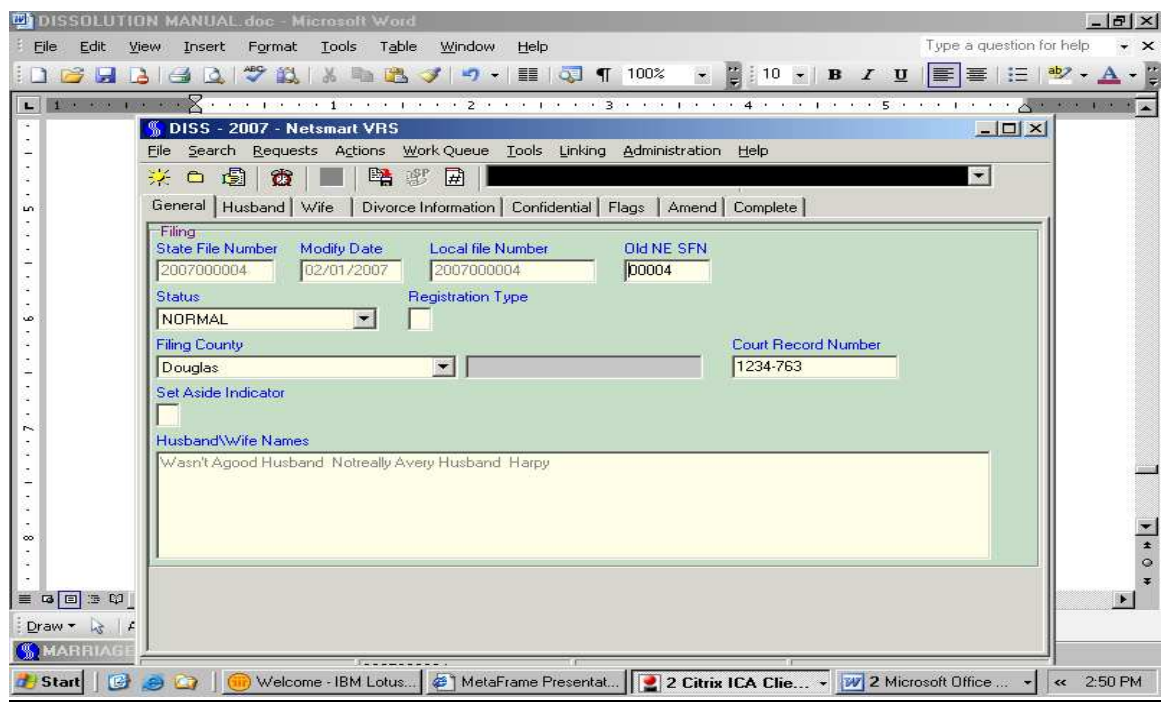
Search

Display

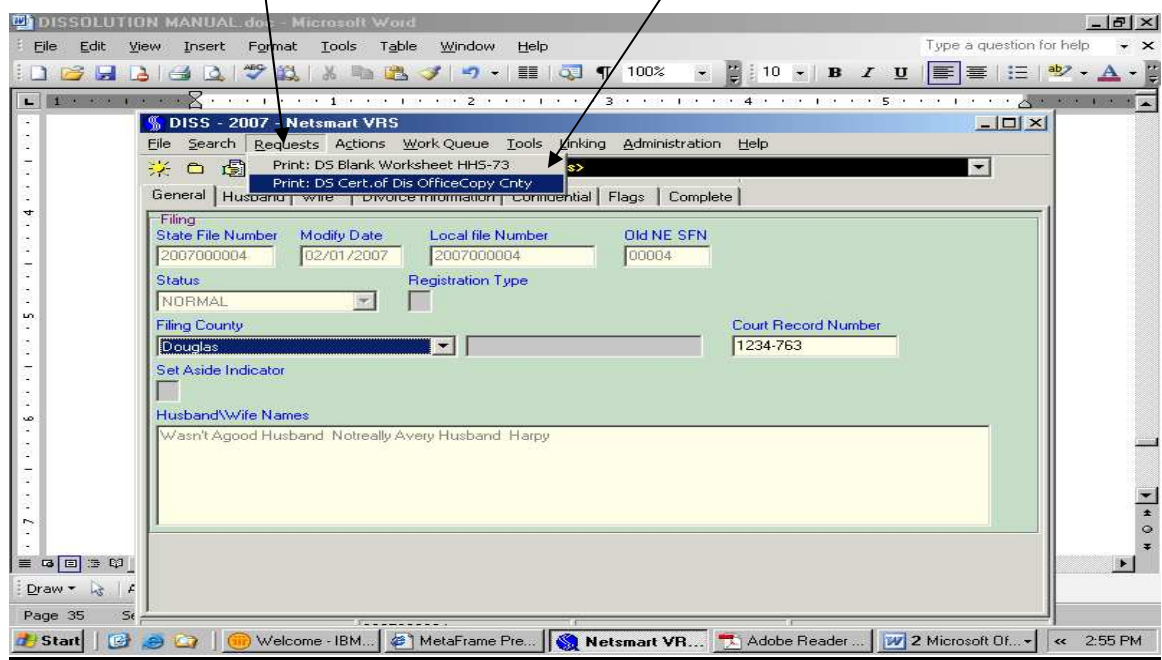
Reset/Clear

Records Found: 63

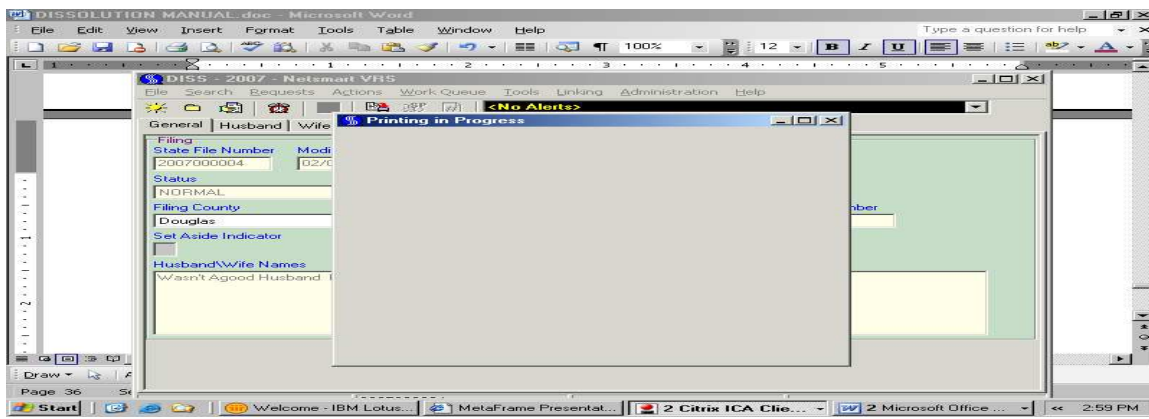
When the search is complete, the system displays the record starting with the first tab. You can then go to any tab for the screen or information you wish to view.



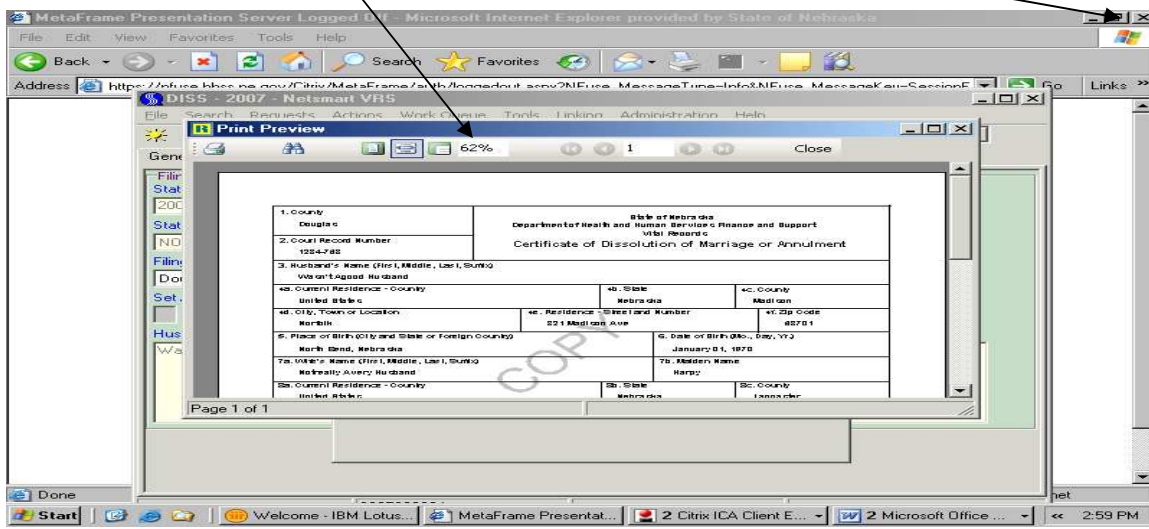
You can also go to Requests and print either blank worksheets or an office copy of the chosen record. You can also view only the record by clicking on the office copy and allowing the document to open.



When you click on the office copy you will get a gray print screen. Wait until the system loads the document for viewing.



When it opens you will get a 62% version which you can enlarge or expand to 100%



This is a partial view of a 100% or full screen. This view is limited due to the size of the monitor it is displayed on. If you wish to print an office copy for your files, click on the print icon. This prints the office copy.

1. County Douglas		State of Nebraska Department of Health and Human Services Finance and Support Vital Records Certificate of Dissolution of Marriage or Annulment	
2. Court Record Number 1234-763			
3. Husband's Name (First, Middle, Last, Suffix) Wasn't Agood Husband			
4a. Current Residence - Country United States		4b. State Nebraska	4c. County Madison
4d. City, Town or Location Norfolk	4e. Residence - Street and Number 321 Madison Ave		4f. Zip Code 68701
5. Place of Birth (City and State or Foreign Country) North Bend, Nebraska		6. Date of Birth (Mo., Day, Yr.) January 01, 1970	
7a. Wife's Name (First, Middle, Last, Suffix) Notreally Avery Husband		7b. Maiden Name Harpy	
8a. Current Residence - Country United States		8b. State Nebraska	8c. County Lancaster
8d. City, Town or Location Lincoln	8e. Residence - Street and Number 123 A		8f. Zip Code 68501

Page 1 of 1

When the print job is complete or you are done viewing the record click on Close, the window closes and you'll be back to the screen you were on when you opened the document. To close back to the initial screen or to search for another record, click on the X closeout in the right-hand corner of each screen until you are back to the ERS screen.

DISSOLUTION MANUAL.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

DISS - 2007 - Netsmart VRS

File Search Requests Actions Work Queue Tools Linking Administration Help

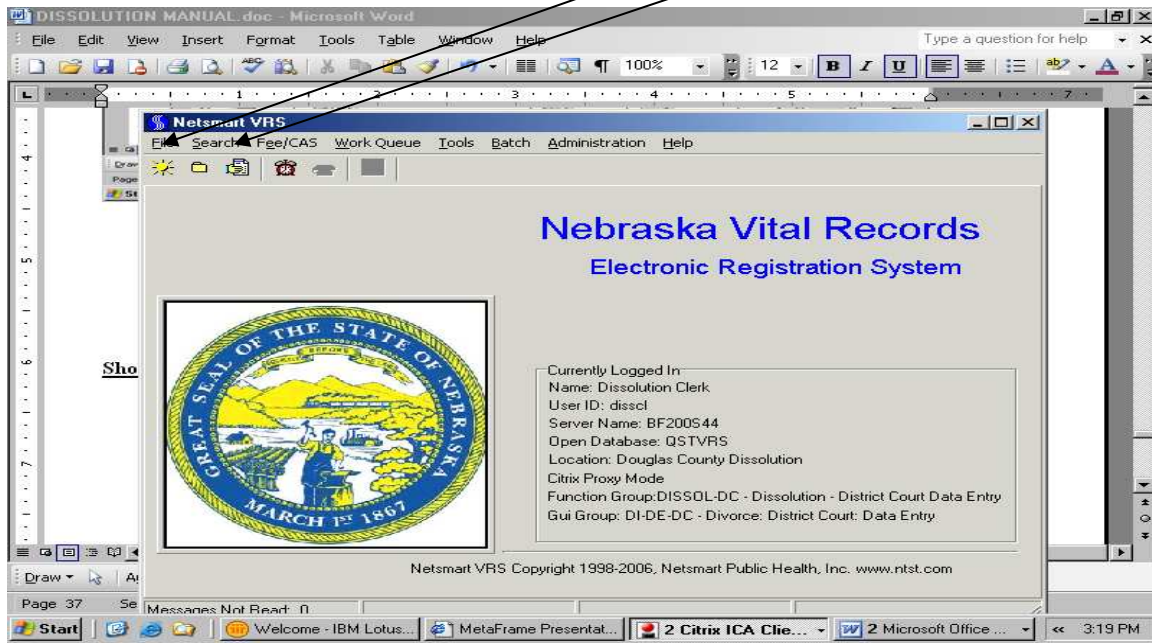
Print Preview

62%

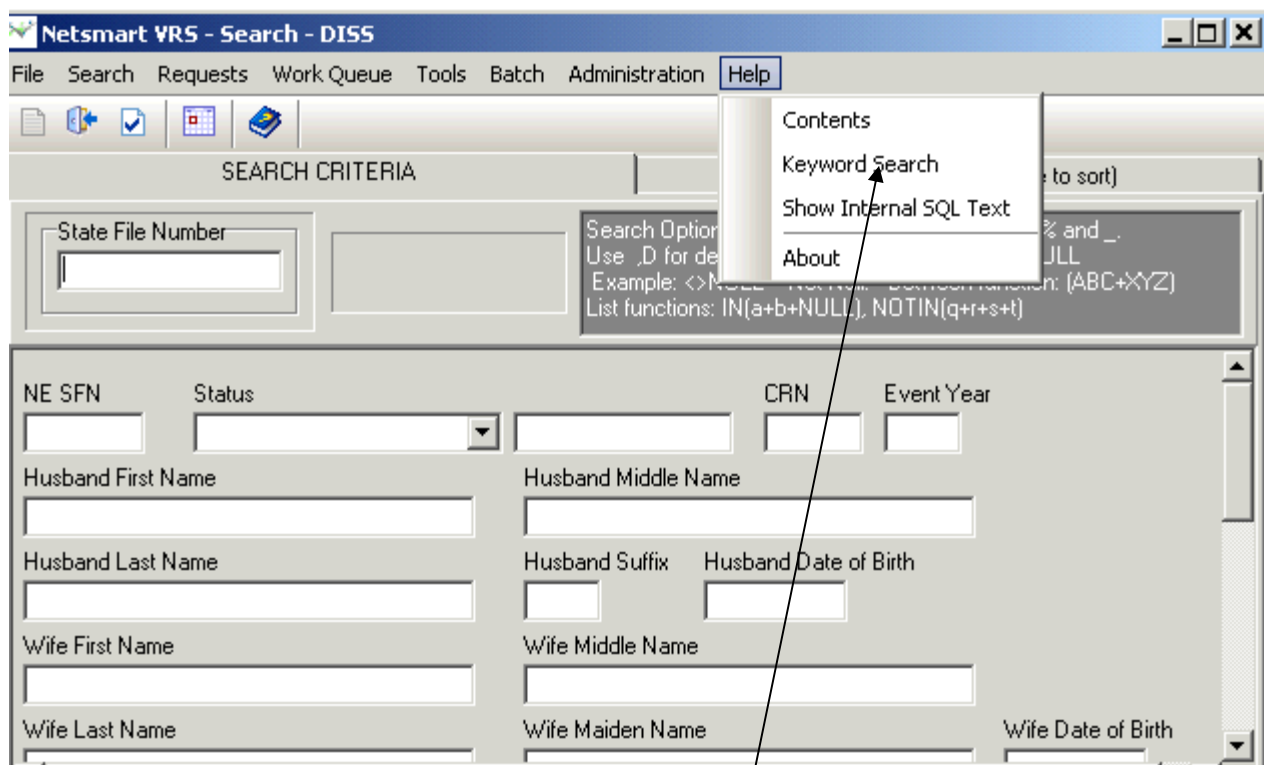
Close

Page 1 of 1

The ERS entry screen. To search or start a new record click on File or Search



Shortcut Keys



To access keyboard shortcuts, go to the Help Tab then Keyword Search.

Control Key Shortcuts

- CTRL-C-** **COPY:** This key copies the contents of the field containing the text cursor to the Windows clipboard. The field contents are not altered.
- CTRL-O-** **OVERRIDE:** This key sets the edit override indicator for the field containing the text cursor.
- CTRL-P** The data entry form is built from labeled boxes which are called paragraphs (in Windows terminology, they are called group boxes). Pressing Ctrl-P will move the text cursor from the present field to the first enterable field in the next paragraph.
- CTRL-Q-** **QUERY:** This key sets the query indicator for the field containing the text cursor.
- CTRL-R-** **RESET QUERY/OVERRIDE:** This key removes the query or override indicator. Note that a field can be either overridden or queried, but not both.
- CTRL-S:** This key saves the current Event. It is equivalent to the File | Save menu item.
- CTRL-V-** **PASTE:** This key pastes the contents of the Windows clipboard into the field containing the text cursor. The new contents replace whatever was previously in the field.

- CTRL-X-** **CUT:** This key clears the present field and copies its contents to the Windows clipboard. From the clipboard it can be pasted into another data entry field, or into another Windows application which supports the clipboard.
- CTRL-Z:** This key clears the contents of the field containing the text cursor.
- CTRL-DELETE:** If the text cursor is in a mask edit field (a field with slash or dash characters), the field will be cleared when Ctrl-Delete is pressed.
- CTRL-TAB:** This key combination will select the next notebook page. When the last notebook page is displayed, this key combination will display the first page.
- SHIFT-CTRL-TAB:** This key combination will select the previous notebook

Alt Key Shortcuts

- ALT-A Through ALT-Z:** Certain menu items have underscores under a letter in the item name. Pressing Alt plus that letter is equivalent to selecting the menu item.
- ALT-1 Through ALT-9:** These keys select notebook pages, or tabs, 1-9, respectively.
- ALT-F4:** This key combination will close the current window. It is equivalent to clicking the close window [X].

Other Shortcuts

- TAB Key:** The Tab key moves the user from field to field within the data entry form. Before the field is exited, it is edited for errors (unless the edits for the field are overridden or the field is queried). Fields are ordered left to right, top to bottom, in normal reading order. When the Tab key is pressed in the last enterable field on a page, the notebook selects the next page and the text cursor is placed in the first enterable field on that next page. If a page contains no enterable fields, it is skipped.
- Shift – TAB:** Shift-Tab moves the user to the previously held field. It will not automatically switch pages
- F1 Key:** Depressing F1 displays context-sensitive help for the field containing the text cursor.
- T (F and B):** On many date fields the user can enter a "T", for "today", and the current system date will display. Additionally, the values "F", for "forward" (the next following date), and "B", for "back" (or, the immediately preceding date), are available. These values may be repeatedly entered to continue the process of either advancing or reversing the date one day at a time.
- Left Mouse Click:** The left mouse button can be used to place the text cursor in a particular field by clicking when the mouse cursor is over the desired field. The left mouse can also select notebook pages by clicking on the tab for the desired page.
- Right Mouse Click:** A menu of options for a field may be displayed by clicking the right mouse button when the mouse cursor is positioned over the field.

Useful Phone Numbers

Vital Records HELP DESK: 402-471-8275

**DHHS Help Desk for Network problems contact
1-800-722-1715 or 402-471-9069**

Vital Records Phone Numbers

Barb Trusty.....402-471-2872
Marriage/Dissolution Registration Desk Clerk

Jackie Fairbanks.....402-471-0919
Registration Supervisor / Regional Training Coordinator